

## 2020-2021 Year-End Processing

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The following outlines the recommended year-end schedule for the close/open process. Please refer to the job scheduling documentation on our web site for descriptions of the jobs and job groups involved in the close/open process.

**It is highly recommended** that colleges run the test fiscal year-end processes prior to closing June 13th/25th month.

The actual processing schedule, with parameters, is described below. The parameters that appear will depend on the jobs you select.

**Note: Execution Time “X” has been created in Job Scheduling for jobs/job groups that need exclusive access to the system tables. Execution Time “X” runs after Production when all users are logged off the system and no other jobs/job groups are running. The FG082A job group may be scheduled with an Execution Time = P (production) or X (exclusive).**

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### Schedule any time through July 27, 2021

#### Test Close/Open

Job Group	Title	Execution Time	Process Level
FG083A	Test Fiscal Year Closing and Opening Process	P	D*
FG084A	Test of Annual Opening Balances Reporting	P	E*

\* Process level defined by user but after daily job groups FG001D and FG088D. FG083A and FG084A must be scheduled on different process levels.

#### FG083A Job Group Parameters:

Parameter Name	Parameter Options
CLOSE-FYR	2021
GA1300-RPT-TYP	M
GA1408-RPT-MODE	A = Print Annual Operations Report B = Print Annual Operations Report Program Summary C = Print Annual Operations Report Object Summary E = Print ALL reports

GA1421-SRT-OPT	<p><b>1</b> = Sort by TRNS-CD, APPR-INDX, PRG-INDX, ORG-INDX, SOBJ, SSOBJ, SRC, SSRC</p> <p><b>2</b> = Sort by APPR-INDX, PRG-INDX, ORG-INDX, SOBJ, SSOBJ, SRC, SSRC</p> <p><b>3</b> = Sort by PRG-INDX, ORG-INDX, SOBJ, SSOBJ, SRC, SSRC</p>
MO13-RPT-IND	<b>1</b>
OPEN-FYR	<b>2122</b>
YR-MO	<b>2106</b>

**FG084A Job Group Parameters:**

<b>Parameter Name</b>	<b>Parameter Options</b>
GA1331-CMP-SRT GA1332-CMP-SRT GA1335-CMP-SRT	<p><b>Y</b> = Yes, sort by campus</p> <p><b>N</b> = No, do not sort by campus</p>
GA1334-CODES	<p><b>N</b> = No, do not print both codes and titles, print only title for GL, GL Group, GL Class, and GL Subclass</p> <p><b>Y</b> = Yes, print both codes and titles</p>
GA1334-FND-SEL	<p><b>1</b> = By fund</p> <p><b>2</b> = GAAFR</p> <p><b>3</b> = NACUBO</p> <p><b>4</b> = all funds</p>
GA1334-OTHER	<p><b>N</b> = No, do not include GL groups that are not specified in the GA1334-SECTION parameter</p> <p><b>Y</b> = Yes, include GL groups that are not specified in the GA1334-SECTION parameter</p>
GA1334-PER	<b>M</b>
GA1334-SECTION	Identifies GL groups to appear in each section of the balance sheet. Specify the GL groups you want with a slash (/) between each group (for example 1/23)
GA1334-SUM-LVL	<p><b>0</b> or <b>1</b> = Do not summarize</p> <p><b>2</b> = Summarize to GL Subclass level</p> <p><b>3</b> = Summarize to GL Class level</p>

## Schedule July 28, 2021

### Pre-Fiscal Year Closing/Opening

Job Group	Title	Execution Time	Process Level
FG082A	Pre-Fiscal Year Closing and Opening	P or X	X*

\* Process level defined by user but after daily job groups FG001D and FG088D.

#### FG082A Job Group Parameters:

Parameter Name	Parameter Options
BA1311-CP-OPT BA1311-GC-OPT	<p><b>Y</b> = Yes, update encumbrance balances to the budget file</p> <p><b>N</b> = No, do not update encumbrance balances to the budget file.</p>
BA1311-OP-OPT	<p><b>Y</b> = Yes, update operating encumbrances to the budget file</p> <p><b>N</b> = No, do not update operating encumbrances to the budget file.</p> <p>Choose <b>Y</b> or <b>N</b> for each budget type.  <b>CP</b> = Capital Project  <b>GC</b> = Grants &amp; Contracts  <b>OP</b> = Operating.</p>
BDGT-CHNG-OPT	<p><b>Y</b> = Yes, print deleted budget records on the budget change registers</p> <p><b>N</b> = No, do not print deleted budget records on the budget change registers</p>
CLOSE-FYR	<b>2021</b>
FYR	<b>2021</b>
GA1314-SLEDG-CD	<p>Use this parameter to include records by sledg-cd on the report.</p> <p>To specify single codes, use the format XX,XX (for example, 01,03).</p> <p>To enter a range of codes, use the format XX/XX (for example, 02/07).</p> <p>To include all codes 01 thru 09, type <b>ALL</b>.</p>
GA1401-FYR	<b>2021</b>
INACTIVE-OPT	<p><b>Y</b> = Yes, include budget records with a status of D, I, S or non-existent PRG-ORG index(es)</p> <p><b>N</b> = No, do not include budget records with a status of D, I, S or non-existent PRG-ORG index(es)</p>
OPEN-FYR	<b>2122</b>

YR-MO	2106
ZERO-BDGT-OPT	<p><b>Y</b> = Yes, require budget amounts to equal zero prior to deleting</p> <p><b>N</b> = No, do not require budget amounts to equal zero prior to deleting</p>

### Schedule July 29, 2021

#### Fiscal Year Closing/Opening

Job Group	Title	Execution Time	Process Level
FG032A	Fiscal Year Closing and Opening Process	P	D*
FG033A	Post Fiscal Year Opening	P	E*

\* Process level defined by user but after daily job groups FG001D and FG088D. FG032A and FG033A must be scheduled on different process levels.

#### FG032A Job Group Parameters:

Parameter Name	Parameter Options
CLOSE-FYR	2021
GA1300-RPT-TYP	M
GA1408-RPT-MODE	<p><b>A</b> = Print Annual Operations Report</p> <p><b>B</b> = Print Annual Operations Report Program Summary</p> <p><b>C</b> = Print Annual Operations Report Object Summary</p> <p><b>E</b> = Print ALL reports</p>
MO13-RPT-IND	1
OPEN-FYR	2122
YR-MO	2106

#### FG033A Job Group Parameters:

Parameter Name	Parameter Options
GA1200-BEG-DATE	210729
GA1200-END-DATE	210729
GA1200-SRT-OPT	<p><b>1</b> = GA1202 (PROCESSED BATCH) (DEFAULT) BTCH-ID/BTCH-DATE/SUB-BATCH GA1201 (BATCH SUMMARY) (DEFAULT) BTCH-DATE/BTCH-ID/SUB-BATCH</p> <p><b>2</b> = GA1202 (PROCESSED BATCH) BTCH-DATE/BTCH-ID/SUB-BATCH GA1201 (BATCH SUMMARY) BTCH-DATE/BTCH-ID/SUB-BATCH</p>

## Schedule July 30, 2021 (or later)

### Year End Account Summary File Archive

### Annual Opening Balances Reporting

Job Group	Title	Execution Time	Process Level
FG038A **	Archive Account Summary File	I	N/A
FG050A ***	Annual Opening Balances Reporting	B	*

\* Process level defined by user.

\*\* When this job group is run, the current GA1300S file will be overlaid with the year-end accounting extract file. Once this job group completes, and you wish to set the current GA1300S to a different period; re-run GA1300J for that selected year/month.

\*\*\* Schedule FG050A **after** batches 10 and 12 (opening entries) have been closed and posted to the General Ledger module.

#### FG038A Job Group Parameters:

Parameter Name	Parameter Options
FYR	2021
GA1300-RPT-TYPE	M
MO13-RPT-IND	1
YR-MO	2106

#### FG050A Job Group Parameters:

GA1331-CMP-SRT GA1332-CMP-SRT GA1335-CMP-SRT	Y = Yes, sort by campus  N = No, do not sort by campus
GA1334-CODES	N = No, do not print both codes and titles; print only title for GL, GL Group, GL Class, and GL Subclass  Y = Yes, print both codes and titles
GA1334-FND-SEL	1 = By fund 2 = GAAFR 3 = NACUBO 4 = all funds
GA1334-OTHER	N = No, do not include GL groups that are not specified in the GA1334-SECTION parameter  Y = Yes, include GL groups that are not specified in the GA1334-SECTION parameter
GA1334-PER	M

GA1334-SECTION	Identifies GL groups to appear in each section of the balance sheet. Specify the GL groups you want with a slash (/) between each group (for example 1/23)
GA1334-SUM-LVL	<b>0</b> or <b>1</b> = Do not summarize <b>2</b> = Summarize to GL Subclass level <b>3</b> = summarize to GL Class level
MO13-RPT-IND	<b>0</b>
YR-MO	<b>2107</b>

If you have any questions, contact SBCTC-ITD Customer Support at [support@sbctc.edu](mailto:support@sbctc.edu)